



Human Resources and Employment Law

Fact Sheets - Health & Safety - the basics

Health and safety law applies to all businesses, however small. It covers: employees, full - or part-time, temporary or permanent; the self-employed; young people doing work experience; apprentices; charity workers; mobile workers and home workers.

There are 10 key things which you must do:

1. Carry out risk assessments to decide what could cause harm to people and how to take precautions.
2. Decide how you are going to manage health and safety in your business. If you have five or more employees, you need to write this down. This is your health and safety policy .
3. If you employ anyone you need Employers Liability Compulsory Insurance and you must display the certificate in your workplace. The certificate must be retained for 40 years.
4. You must provide free health and safety training for your workers so they know what hazards and risks they may face and how to deal with them.
5. You need to provide toilets, washing facilities and drinking water for all your employees, including those with disabilities. These are basic health, safety and welfare needs.
6. You must consult employees on health and safety matters.
7. If you have employees, you must display the health and safety law poster or provide workers with a leaflet with the same information. These are available from www.hsebooks.co.uk
8. If you are an employer, self-employed or in control of work premises, by law you must report some work-related accidents, diseases and dangerous occurrences.
9. If you are a new business you will need to register either with the Health and Safety Executive (HSE) or your Local Authority - depending on the sort of business you have.

You must have competent advice to help you meet your health and safety duties. This can be workers from your business, external advisers or a combination of these. Or, why not contact Eacotts and speak to one of our specialist consultants?

For further information, please email hr@eacotts.com or refer to the Contact Us page.

The above is written in general terms only. It would be unsafe to assume that this general advice can be applied to particular situations in your organisation. We cannot accept responsibility for loss occasioned as a result of action taken, or refrained from, in consequence of the contents. Eacotts and its Human Resources Service will be pleased to offer specific advice on request.

